



Agency Performance Administrator Calendar Reminders For January 2020



January 2020

Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1				Holiday ¹	Annual Performance Planning task launches to the evaluator to complete the Evaluator Review step ²	³	⁴
2	⁵	Agency Administrators should run a (standard) Performance Review Step Status, Task User Status or (custom) Step Status report to ensure all agency evaluators received the Annual Performance Planning task ⁶	⁷	⁸	⁹	Evaluator Step Due Date ¹⁰ Agency Administrators should run a (standard) Performance Review Step Status, Task User Status or (custom) Step Status report to monitor the Evaluator Review step progress and send agency reminder if they choose	The Annual Performance Plan should be with the employee to complete the Self Review step ¹¹
3	¹²	¹³	¹⁴	Self-Review due date ¹⁵ Agency Administrators should run a (standard) Performance Review Step Status, Task User Status or (custom) Step Status report to monitor Annual	The Annual Performance Plan should be with the evaluator to complete the Evaluator Goal Review and Confirmation step ¹⁶	¹⁷	Evaluator Goal Review and Confirmation due date ¹⁸

				Performance Planning step progress and send agency reminders as needed			
4	<div>19</div> <div>The Annual Performance Planning task should be with the next line supervisor to complete the Next Line Review step</div>	<div>20</div> <div>Holiday</div>	<div>21</div>	<div>22</div>	<div>23</div> <div>Next Line Review due date Agency Administrators should run a (standard) Performance Review Step Status, Task User Status or (custom) Step Status report to monitor Annual Performance Planning step progress and send agency reminders as needed</div>	<div>24</div> <div>The Annual Performance Planning task should be with the evaluator to complete the Evaluator Discussion and Acknowledgment step</div>	<div>25</div>
5	<div>26</div> <div>Last day for agency administrators to submit an extension request for any step in the Annual Performance Planning task</div>	<div>27</div>	<div>28</div> <div>Evaluator Discussion and Acknowledgment due date Agency Administrators should run a (standard) Performance Review Step Status, Task User Status or (custom) Step Status report to monitor Annual Performance Planning step progress and send agency reminders as needed</div>	<div>29</div> <div>Annual Performance Planning task should be with the employee to complete the Employee Acknowledgment step. This is the last step in the Annual Performance Planning task</div>	<div>30</div>	<div>31</div> <div>Employee Acknowledgment due date All steps of the Annual Performance Planning task must be completed on or prior to January 31 to meet compliance to 101 KAR 2:190</div>	